

Job Search Documents Collection

This collection contains a variety of job related documents designed to make it easier for you to create the documents you need. This may involve copying and pasting the sample or template into a Word document and tailoring it to your individual requirements. Click on the links below to access the individual documents.

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1. Basic Resume Template with Qualifications

Name

Street Address

City, State, Zip Code

Phone number and/or email address

QUALIFICATIONS

- Quick bullet point phrase with most important job qualification or skill.
- Quick bullet point phrase with 2nd most important job qualification or skill.
- Quick bullet point phrase with 3rd most important job qualification or skill.
- Quick bullet point phrase with 4th most important job qualification or skill.

PROFESSIONAL EXPERIENCE

Current or most recent job title dates of employment in MM/YYYY to MM/YYYY format

Current or most recent employer's name

Current or most recent employer's address

Most important or relevant job duties and accomplishments. Start phrases with action verbs.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Second most recent job title dates of employment in MM/YYYY to MM/YYYY format

Second most recent or current employer's name

Second most recent or current employer's address

Most important or relevant job duties and accomplishments. Start phrases with action verbs.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Third most recent job title dates of employment in MM/YYYY to MM/YYYY format

Third most recent or current employer's name

Third most recent or current employer's address

Most important or relevant job duties and accomplishments. Start phrases with action verbs.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

EDUCATION

Type of Degree or Certificate Date awarded

Name of school or college and location (city and state)

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2. Basic Resume Template with Objective

Name

Street Address

City, State, Zip Code

Phone number and/or email address

OBJECTIVE

Brief statement of type of position desired. May also include type of business or industry.

EMPLOYMENT HISTORY

Current or most recent job title dates of employment in MM/YYYY to MM/YYYY format

Current or most recent employer's name

Current or most recent employer's address

Most important or relevant job duties and accomplishments. Start phrases with action verbs.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Second most recent job title dates of employment in MM/YYYY to MM/YYYY format

Second most recent employer's name

Second most recent employer's address

Most important or relevant job duties and accomplishments. Start phrases with action verbs.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Third most recent job title dates of employment in MM/YYYY to MM/YYYY format

Third most recent employer's name

Third most recent employer's address

Most important or relevant job duties and accomplishments. Start phrases with action verbs.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

Other important or relevant job duties, projects or accomplishments.

EDUCATION and/or TRAINING

Type of Degree or Certificate Date awarded

Name of school or college and location (city and state)

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3. Sample Resume with Qualifications One

Mary Smith
1234 East Main Street
Centerville, OH 55555
555-555-5555
mssmith@email.com

QUALIFICATIONS

- Strong in-bound and out-bound call center experience.
- Expert knowledge of wireless communications products.
- Demonstrated competency in Windows applications.
- Excellent verbal and written communication skills.

PROFESSIONAL EXPERIENCE

Customer Service Representative, Inbound Call Center Date - Present

Wireless Company, Centerville, OH

Provide effective and timely resolution of a range of customer issues.

Complete ongoing training to stay abreast of product, service and policy changes.

Demonstrate a positive and cooperative attitude with both customers and coworkers.

Utilize call center support applications to efficiently assist customers and agents.

Customer Service Representative, Outbound Call Center Date - Date

Other Wireless Company, Centerville, OH

Handled a high influx of inbound calls in a call center environment.

Managed multiple priorities and obtained effective results in a quota driven workplace.

Responded to customer inquiries and requests.

Resolved issues efficiently and professionally.

EDUCATION

Centerville College, Centerville, OH

Bachelors of Science, Business Administration, 1998

COMPUTER SKILLS

MS Word, Excel and PowerPoint

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4. Sample Resume with Objective One

Mary Smith
1234 East Main Street
Centerville, OH 55555
555-555-5555
mssmith@email.com

OBJECTIVE

A position as a Customer Service Representative in a Call Center environment.

PROFESSIONAL EXPERIENCE

Customer Service Representative, Inbound Call Center

Wireless Company, Centerville, OH Date - Present

Provide effective and timely resolution of a range of customer issues.

Complete ongoing training to stay abreast of product, service and policy changes.

Demonstrate a positive and cooperative attitude with both customers and coworkers.

Utilize call center support applications to efficiently assist customers and agents.

Customer Service Representative, Outbound Call Center

Other Wireless Company, Centerville, OH Date - Date

Handled a high influx of inbound calls in a call center environment.

Managed multiple priorities and obtained effective results in a quota driven workplace.

Responded to customer inquiries and requests.

Resolved issues efficiently and professionally.

EDUCATION

Centerville College, Centerville, OH

Bachelors of Science, Business Administration, 1998

COMPUTER SKILLS

MS Word, Excel and PowerPoint

5. Sample Resume with Qualifications Two

John Smith
1234 East Main Street
Centerville, OH 55555
555-555-5555
jsmith@email.com

QUALIFICATIONS

- Extensive management experience in fast food and retail store environments.
- Experienced in areas of inventory and quality control.
- Excellent problem solver with strong sales analysis and marketing skills.
- Outstanding interpersonal and communication skills.

PROFESSIONAL EXPERIENCE

Assistant Manager 02/2001 to present
Bill's Burgers, Centerville, OH
Provide customer service and resolve problems.
Verify quantity and quality of products received.
Perform daily audits adhering to standards set by the Board of Health.
Coordinate scheduling of employees and resolve personnel issues.

Assistant Manager 11/1997-01/2001
Food Town, Centerville, OH
Supervised product inventory and ensured quality control.
Handled shift scheduling of employees and other personnel issues.
Managed cashiers, including cash handling and customer service.

Store Assistant 05/1994-10/1997
General Store, Centerville, OH
Executed all daily store functions to ensure customer satisfaction.
Coordinated full and part time shift schedules of employees.
Handled all aspects of inventory, bookkeeping and payroll.

EDUCATION

Associate in Liberal Arts 1994
Centerville Community College, Centerville, OH

COMPUTER SKILLS

MS Word, Excel, POS

6. Sample Resume with Objective Two

John Smith
1234 East Main Street
Centerville, OH 55555
555-555-5555
jsmith@email.com

OBJECTIVE A General Manager position in an upscale restaurant.

PROFESSIONAL EXPERIENCE

General Manager 05/2006 - Present

Johnson Howard's, Centerville, OH

Manage front and back house restaurant operations for high volume restaurant.

Oversee employee relations including recruitment, training and performance evaluation.

Prepare and distribute payroll for up to 90 employees.

Ensure the timely and cost-effective purchasing of food and beverages.

Effectively lead and motivate employees through in-house training and incentive plans.

Prepare and track sales budgets consistently meeting weekly sales target.

Restaurant Manager 01/2001-04/2006

Charlie Brown's, Centerville, OH

Managed total restaurant operations including customer and vendor relations.

Coordinated all purchasing of food, beverages and small wares.

Supervised all aspects of banquet planning, bookings and payment for up to 80 guests.

Recruited, trained and scheduled a full working staff of up to 45 crew members.

Processed weekly payroll and prepared weekly sales reports.

Promoted new business through participation in community events.

General Manager 02/1998-12/2000

Donald Mack's, Centerville, OH

Managed the food service facility and kitchen operations.

Directed the hiring, training, and evaluation of restaurant team.

Controlled fiscal aspects of business operations and met financial goals.

Ordered food and supplies in timely and cost effective manner.

Supervised the preventive maintenance of equipment, facility, and grounds.

Ensured a safe workplace and pleasant customer service experience.

EDUCATION

BS in Business Administration 1998

Centerville College, Centerville, OH

COMPUTER SKILLS

MS Word, Excel and PowerPoint

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7. Sample Resume with Qualifications Three

Mary Smith
1234 East Main Street
Centerville, OH 55555
555-555-5555
mssmith@email.com

QUALIFICATIONS

- Ten years experience working in retail sales and customer service environments.
- Excellent customer service skills and a proven record as a top sales performer.
- Skilled in cash handling, inventory control and order processing.
- Excellent problem solver with strong sales analysis skills.

PROFESSIONAL EXPERIENCE

Sales Associate 03/2001-03/2009

Sal's Shoes, Centerville, OH 55555

Sold designer footwear regularly exceeding daily quotas.

Achieved status as one of 15 top sales performers in a 22 store region.

Managed cashiering activities including returns and exchanges.

Interfaced with vendors concerning pricing, availability, buy-backs, and special orders.

Store Assistant 07/1999-02/2001

Flo's Flowers, Centerville, OH 55555

Managed florist shop operations including sales, customer service, and maintenance.

Prepared and sold floral arrangements to individuals and commercial accounts.

Assisted with on-site interior floral design and scheduled pickups and deliveries.

Interfaced with vendors on the selection and purchase of inventory.

Guest Services Associate 06/1998-07/1999

Candy's Catering, Centerville, OH 55555

Provided highly professional catering services for upscale restaurant.

Teamed with a staff of four to cater luncheons, reunions, weddings, and theme parties.

Assisted in the setup and teardown for as many as 30 tables per event.

EDUCATION

Associate of Science in Business Administration 1999

Centerville Community College, Centerville, OH

COMPUTER SKILLS

MS Word, Excel, PowerPoint; POS

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8. Sample Resume with Objective Three

Mary Smith
1234 East Main Street
Centerville, OH 55555
555-555-5555
mssmith@email.com

OBJECTIVE: Position as a retail sales associate.

PROFESSIONAL EXPERIENCE

Sales Associate 03/2001-03/2009

Sal's Shoes, Centerville, OH 55555

Sold designer footwear regularly exceeding daily quotas.

Achieved status as one of 15 top sales performers in a 22 store region.

Managed cashiering activities including returns and exchanges.

Interfaced with vendors concerning pricing, availability, buy-backs, and special orders.

Store Assistant 07/1999-02/2001

Flo's Flowers, Centerville, OH 55555

Managed florist shop operations including sales, customer service, and maintenance.

Prepared and sold floral arrangements to individuals and commercial accounts.

Assisted with on-site interior floral design and scheduled pickups and deliveries.

Interfaced with vendors on the selection and purchase of inventory.

Guest Services Associate 06/1998-07/1999

Candy's Catering, Centerville, OH 55555

Provided highly professional catering services for this upscale restaurant.

Teamed with a staff of four to cater luncheons, reunions, weddings, and theme parties.

Assisted in the setup and teardown for as many as 30 tables per event.

EDUCATION

Associate of Science in Business Administration 1999

Centerville Community College, Centerville, OH

COMPUTER SKILLS

MS Word, Excel, PowerPoint; POS

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9. Basic Cover Letter Template

Date
Your Street Address
City, State Zip

Their Name
Title
Company
Street Address
City, State Zip

Dear Mr. /Ms Blank:

1st paragraph - Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases. Should contain at least 3 sentences.

2nd paragraph - Outline your qualifications and experiences in detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your resume. Should have between 5-10 sentences.

3rd paragraph - Optional. Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company. Should have 3-8 sentences.

4th paragraph - Thank the person for looking at your application. Offer to provide any necessary additional information and indicate how and when you can be contacted. Should have 3-5 sentences.

Sincerely,

(Handwritten signature)

Your name, typed
Enclosure

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10. Cover Letter One:

To be sent as an introduction to an e-mailed resume. Copy and paste into a Word document and customize to meet your needs.

Dear Ms. /Mr. (Name): or (Dear Human Resources Manager :)

I am sending you my resume in response to (XYZ Company) announcement of a (give job title and if available, job code or number). I discovered the posting on (name website or newspaper) and found the position to be an excellent fit with my background and experience.

I look forward to talking with you soon regarding this opportunity.

Sincerely,

Your name

(Paste resume here)

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11. Cover Letter Two

If used with an emailed resume, omit top Name, Address, etc., section and also the “enclosure” note at the end of letter. Copy and paste into a Word document and tailor to your needs.

Your Name
Your address
City, State Zip
Your Phone Number and/or E-mail

Date

Contact Name
Human Resources Manager
Company Name
Company Address
City, State Zip

Dear Ms. (Name): (or Dear Human Resources Manager :)

I am writing concerning a (give the job title) position with your organization. I have a particular interest in working for your company and would appreciate being considered as a candidate for employment.

I have (give number) years experience as a (give the job title, titles, or name a relevant broad skill area). I am familiar with (list relevant areas of knowledge). My skill set includes (list relevant skills). I have a (give name of degree or certificate). My strengths are my (name strength) and my (name strength).

Enclosed is my resume. Please feel free to contact me at your earliest convenience to arrange for an interview. I look forward to meeting with you to discuss your requirements for this position.

Thank you for your time and consideration.

Sincerely,

Your Signature

Your Typed Name

Enclosure

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12 Cover Letter Three

If used with an emailed resume, omit top Name, Address, etc., section and also the "enclosure" note at the end of letter. Copy and paste into a Word document and tailor to your needs.

Your Name
Your Address
City, State Zip
Your Phone Number and/or E-mail

Date

Contact Name
Human Resources Manager:
Company Name
Company Address
City, State Zip

Dear Ms. (Name): (or Dear Human Resources Manager :)

The accompanying resume is in response to your recent (name website or newspaper) posting for a (give job title and if available, job code or number).

My education and (indicate what type) experience are an excellent match to the requirements for this position. As you will note, my skills include (list relevant skills, especially any mentioned in the job posting).

I would appreciate the opportunity to discuss how my skills and knowledge could benefit your organization. I can be reached at (phone number and/or email address).

Thank you for your time and consideration.

Sincerely,

Your Signature

Your Typed Name

Enclosure

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13. Cover Letter Four

Copy and paste into a Word document and tailor to your needs.

Your name
Street address
City, State Zip
Phone number and/or e-mail

Date

Contact Name or Human Resources Manager
Company Name
Company Address
Company City, State Zip

Dear Contact Name or Human Resources Manager:

I read your (ad/job posting) for a (job title) (in/on) the (name of newspaper/website) on (date of ad or posting) with great interest. I have (number) years of experience and I believe that I have the necessary skills for the position. My resume is enclosed for your consideration.

(Name of Company) has an excellent reputation in the community. I would welcome the opportunity to join your organization. Please contact me to discuss the position and my qualifications in greater detail. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Your Signature

Your Typed Name

Enclosure

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14.Thank You Letter One

Post Interview - Copy and paste into a Word document and personalize.

Your Name
Your Street Address
City, State Zip
E-mail address

Date

Contact Name
Job Title
Company Name
Company Street Address
Company City, State Zip

Dear Name:

Just a quick note to thank you for interviewing me on (date). I enjoyed talking to you (and any additional participants). I am very excited about the (name of department and/or job title position) and the chance to work for/with such a great organization/team. This position is exactly what I have been looking for. If you have any questions or concerns, please feel free to contact me at (phone number or email address). Thank you once again, and I hope to hear from you soon.

Sincerely,

Your Signature

Your Typed Name

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15. Thank you Letter Two:

Copy and paste into a word document and tailor to your needs.

Your name here
Street address
City, State Zip code
Your phone number
Email address

Date

Contact Name
Title
Company Name
Company Street Address
Company City, State Zip

Dear Contact name:

Thank you for meeting with me on (date or day of week). I am most interested in a (job title or department name) position with your (Firm/company/organization). I believe my skills and experience make me an excellent candidate for employment with (Name of Company/firm/organization).

Enclosed are my references, which you may contact at any time. I would like to thank you for your time and interest, and I look forward to meeting with/ hearing from you soon.

Sincerely,

Your Signature

Your Typed Name

Enclosure

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